

# IEP Binder – Effective Strategies for Staying Organized and Monitoring Progress

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[HTTPS://WWW.UNDERSTOOD.ORG/EN/SCHOOL-LEARNING/SPECIAL-SERVICES/IEPS/HOW-TO-ORGANIZE-YOUR-CHILDS-IEP-BINDER#COMMENT-LIST](https://www.understood.org/en/school-learning/special-services/ieps/how-to-organize-your-childs-iep-binder#comment-list)

[WWW.UNDERSTOOD.ORG](http://www.understood.org)

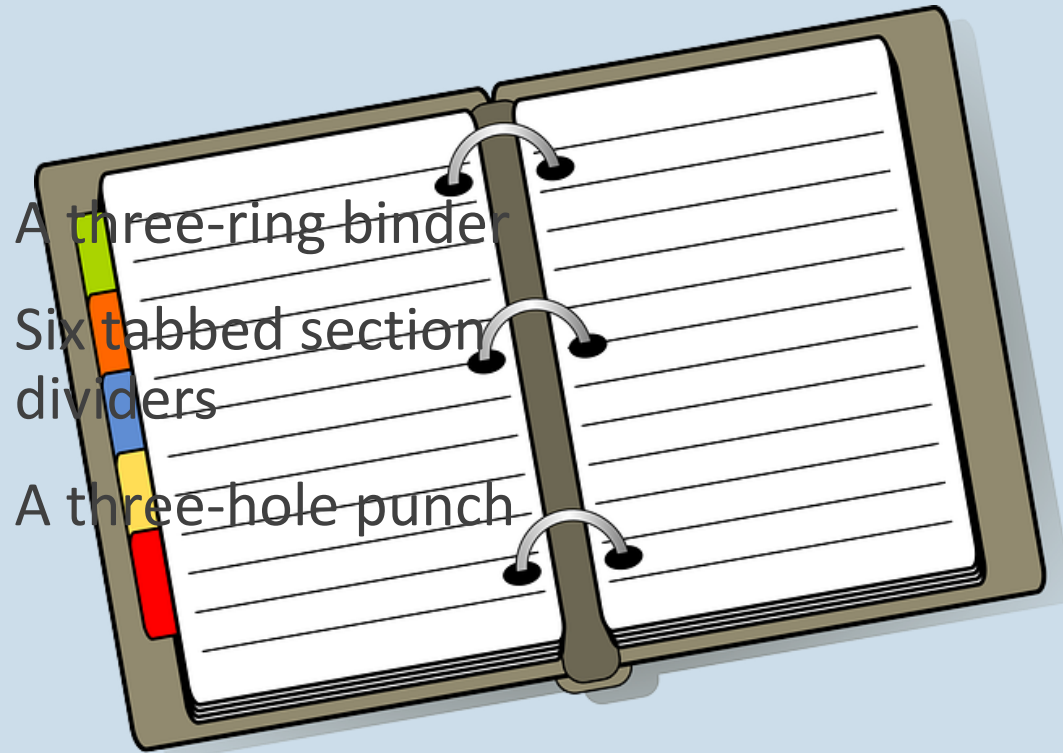


How do you stay organized?



# IEP Binder

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A three-ring binder

Six tabbed section  
dividers

A three-hole punch

# IEP Binder Checklist

Print [this IEP binder checklist](#) and place it at the very front of your binder.

- The checklist has details about what you can put in each of the tabbed sections of your IEP binder.
- Update your binder. As you add to your binder, the checklist will serve as a tool to help you see **what** you have updated and **when** you have updated it.

IEP Binder Checklist <i>Put the newest items on top in each section</i>				
Communication		To be updated:		Date updated:
School contact list	Yearly or as new members join the team			
Communication log	Every time you have a meeting, call or other important interaction with the school			
Letters and emails to and from the school	As often as needed (File after noting them in the communication log)			
<b>Evaluations</b>				
Request/referral for evaluation	Every three years or more often, if needed			
Consent to evaluate	(Tip: Keep this—and the referral—on top to help check if the evaluation is done in a timely manner)			
School evaluations	At least every three years			
Private evaluations (if your child has had any)	Every time your child is evaluated privately			
<b>IEP</b>				
Copy of Parent's Rights & Safeguards	Yearly (Keep this on top so you can easily show the school you don't need another copy)			
IEP	Yearly or more often, if changes are made (and, if your child has had a 504 plan, include that too)			
Prior Written Notice and meeting notes	Yearly or more often, if additional meetings take place			
<b>Report Cards/Progress Notes</b>				
Reports cards and progress reports	As often as they come from the teacher or school			
<b>Sample Work</b>				
Samples of schoolwork	At least monthly or as often as you see signs of progress or concern			
Standardized tests	Whenever the results are sent home			
<b>Behavior</b>				
School handbook and school calendar	Yearly			
Behavior Intervention Plan (if your child has one)	Yearly or as often as changes are made			
Disciplinary notices	Any time your child receives one			

**Understood**

For more tips and resources, go to [understood.org](https://www.understood.org)

Label the  
Tabbed  
Section  
Dividers as  
follows:



*Communication*



*Evaluations*



*IEP*



*Report Cards/Progress Notes*



*Sample Work*



*Behavior*

# Tab 1: Communication

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School Contact Sheet

School Communication Log

- Include people's names, contact numbers and the name of their organization/group.
- Include meeting info.- people's names, titles, dates, times, etc.

Letters and important emails

- Place newest in the front, oldest in the back
- Remember to include a brief summary of each one in the communication log

# Tab 2: Evaluations

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Request for Evaluation  
Consent to Evaluate  
Evaluation Report(s)



# Tab 3: IEP

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Copy of [your rights](#) and [procedural safeguards](#)

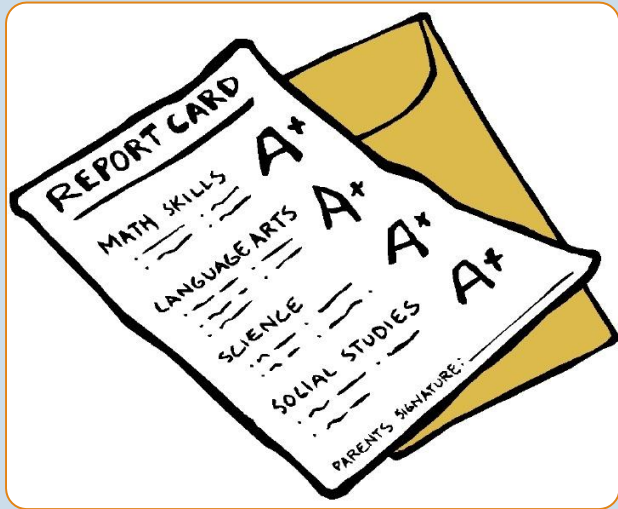
In this section, file [your child's IEP](#) and the [prior written notice](#) for each meeting related to the IEP. Many schools attach meeting notes to the prior written notice form. Keep those notes here as well as your own notes from the IEP meeting.

- Put the newest plan and prior written notice on top, behind the procedural safeguards.



# Tab 4: Report Cards/Progress Notes

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The federal law, the Individuals with Disabilities in Education Act (IDEA), says you have to be updated on your child's progress toward his IEP goals at least as frequently as you get progress reports on his general education. Keep these progress notes and report cards in this section.

And if you want to keep track of your child's progress on your own, print and use this [IEP goal tracker](#). It can help you monitor your child's progress toward each annual goal in the IEP.

# Tab 5: Sample Work

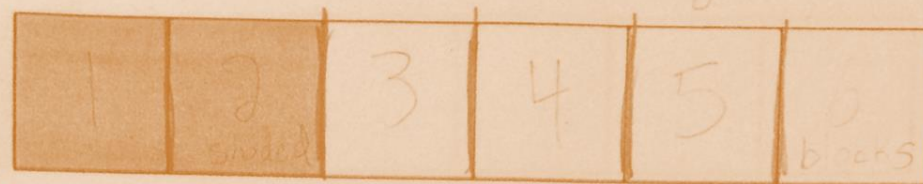
Use this section to file **samples of your child's homework or classwork** that show signs of progress or concern.

Put the newest work on top to help you find the most up-to-date information.

It's a good idea to file samples at least monthly.

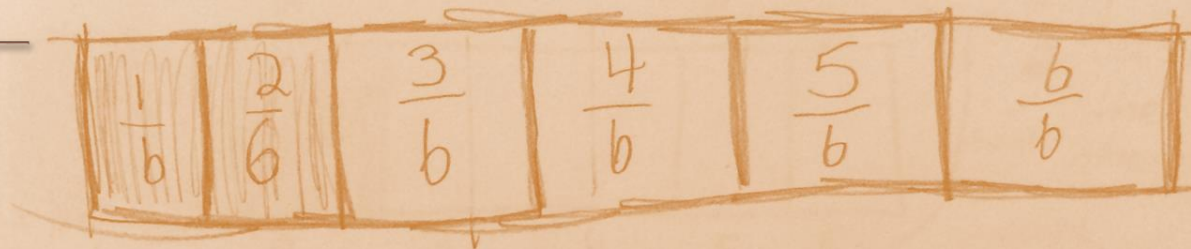
You may also want to include academic awards/certificates.

Mrs. Frances drew a picture on the board.



Then she asked her students what fraction it represents.

Emily said that the picture represents  $\frac{2}{6}$ . Label the picture to show how Emily's answer can be correct.



Raj said that the picture represents  $\frac{2}{3}$ . Label the picture to show how Raj's answer can be correct.



Alejandra said that the picture represents 2. Label the picture to show how Alejandra's answer can be correct.

# Tab 6: Behavior

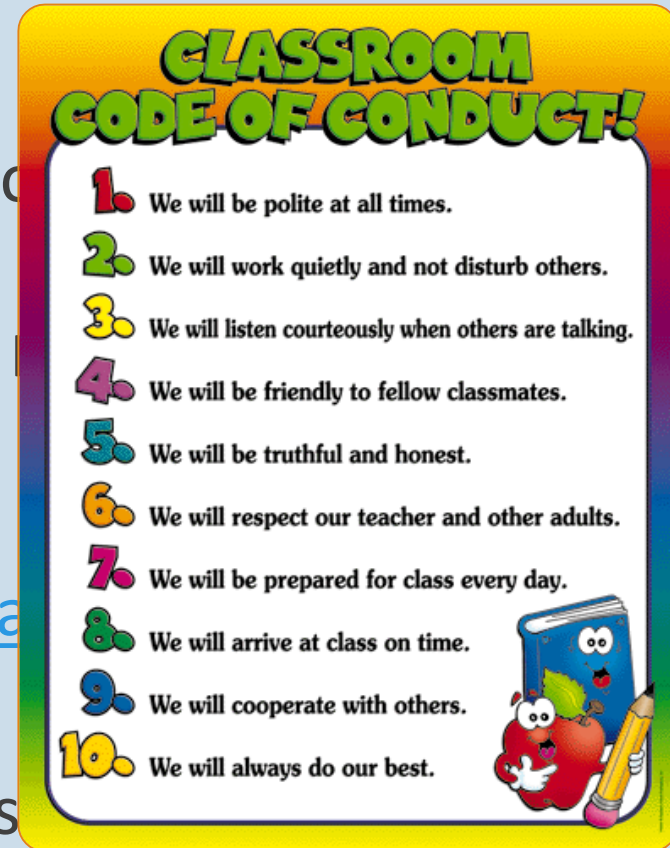
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In this section, file a copy of the school's code of conduct.

- Teachers may also have class-specific behavior rules and rules. Keep copies of these here, too.

If applicable, file your child's [Behavior Intervention Plan](#) (B.I.P) or [behavior contract](#) here.

You might also want to include Certificates of Citizenship.



# Resources

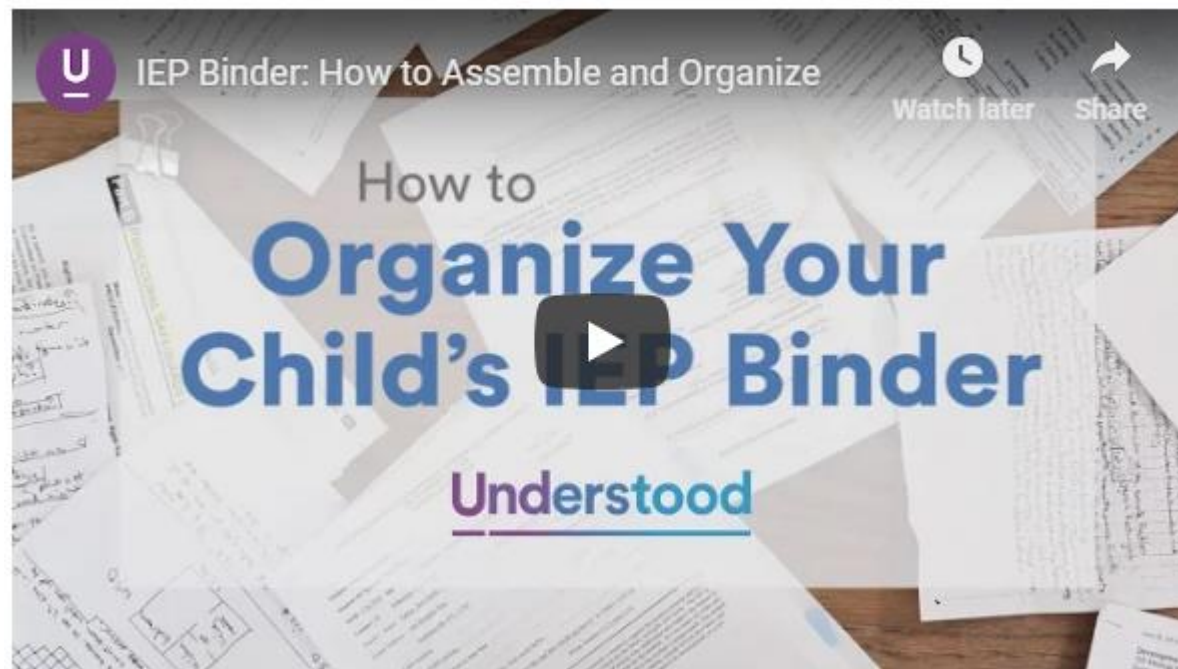
# Binder Checklist

## Contact List (School Contact Sheet)

# Parent-School Communication Log

# IEP Goal Tracker

[illegible]



<https://youtu.be/DNEdNQaqJAM>



# LAUSD Parent Portal

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- Your child's data is also available at your fingertips!
- LAUSD parents and legal guardians can create an LAUSD Parent Portal account with personal email account, their child's student ID, child's date of birth, and 4-Digit PIN.
- Parents and legal guardians can access the most recent IEP (in English or in Spanish) on the LAUSD Parent Portal.

# Parent Portal Key Features



The LAUSD Parent Portal provides student data to parents/guardians in a user-friendly format:



Attendance



Grades &  
Assignments



English Learner  
Progress



Health and  
Wellness



Student Discipline



Standardized  
Testing



Special Education  
Services



Online Forms &  
Applications



Progress Towards  
Graduation



Emergency Card  
Information



Transportation and  
Bus Routes

*The IEP and You booklet* contains valuable information, including information about:

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- Individuals with Disabilities Education Act (IDEA)
  - Free Appropriate Public Education (FAPE)
  - Least Restrictive Environment (LRE)
- The IEP Document
- Before, during and after the IEP Team Meeting
- ITP and Transfer of rights.
- Examples of Parent Resources: CAC, PCS, and the LAUSD Special Education website  
<http://sped.lausd.net>



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Thank you!